

NEW JERSEY MODEL STUDENT TRAINING PLAN FOR UNPAID SCHOOL-SPONSORED STRUCTURED LEARNING EXPERIENCES

(N.J.A.C. 12:56-18, School-to-Work Program Requirements and N.J.A.C. 6A:8-3.2, Career Awareness and Exploration)

Student:	Career Internship Title:
District:	Start Date:
Employer:	End Date:

Summary description of unpaid career internship: (Identify any tools, equipment, and materials that the student may handle as part of the structured learning experience.)

Will the student participate in the employer/agency’s new employee orientation training? Yes/No

If yes, include in the student training plan the Career Awareness and Planning and Employability Skills under the Career Education and Consumer, Family, and Life Skills standards to be addressed by the training.

Will the student participate in the employer/agency’s new employee safety and health training? Yes/No

If yes, include in the student training plan the Safety Skills under the Career Education and Consumer, Family, and Life Skills standards to be addressed by the training.

Goal Statement: (Repeat the following three sections as necessary)

Learning Objective:

Activities	Core Curriculum Content Standard Indicators Addressed by Activities	Documentation Showing Achievement of Learning Objective

Description of how the career internship will be documented in the student’s portfolio and credit awarded, if any:

Description of formative assessment:

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Description of summative assessment:
NOTES:

AGREEMENT

We understand that this unpaid career internship is not employment and that the student is not entitled to wages or a promise of employment at the completion of the career internship, as per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program*.

We have reviewed and are in agreement with the description, goal(s), learning activities, and assignment of credit, if applicable, of this career internship. If the learning activities are accomplished prior to the proposed end date, we agree either to develop a new student training plan indicating new learning activities or to conclude the unpaid career internship. We understand that if the student remains at the career internship site after the completion of the learning activities, then the student will be considered an employee under the New Jersey Wage & Hour Laws and will be entitled to compensation from that point forward.

We agree to complete all required paperwork and maintain all required documentation for this unpaid career internship. The district's classroom teacher and SLE coordinator and the employer's mentor agree to conduct regular monitoring of this career internship. The student agrees to uphold his or her responsibilities in compliance with this student training plan.

Signature of Classroom Teacher: _____ Print Name: _____ Date: _____

Signature of SLE Coordinator: _____ Print Name: _____ Date: _____

Signature of Work Site Mentor: _____ Print Name: _____ Date: _____

Signature of Career Intern: _____ Print Name: _____ Date: _____

Signature of Parent/Guardian: _____ Print Name: _____ Date: _____

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(*N.J.A.C. 12:56-18*, School-to-Work Program Requirements and *N.J.A.C. 6A:8-3.2*, Career Awareness and Exploration)

DEFINITION OF CAREER INTERSHIPS

Career internships are structured learning experiences that focus on providing students with information and experiences about career options. School districts may include career internships as part of their overall career education plan for students. Career internships are structured, supervised activities that may take place in a school district, at an employer or agency, at a community- or faith-based organization, or in the community. Career internships may be paid or unpaid, and are designed to assist students in accomplishing the following:

- Clarify career goals;
- Explore career possibilities;
- Develop employability skills; and
- Make the transition between school and employment or further education and training.

The **New Jersey Department of Labor, Division of Wage and Hour Compliance** also recognizes the value of career education for students, which includes Career Internships. **NOTE:** The Department of Labor prohibits the placement of career interns into hazardous occupations or hazardous work environments, and prohibits career interns from using any hazardous/prohibited equipment, tools, or materials.

New Jersey Department of Labor wage and hour regulations define Career Awareness and Exploration (*N.J.A.C. 12:56-18.1*, School-to-Work Program) as meaning a structured school program that enables student learners to do the following:

- Develop awareness of the many employment opportunities available;
- Develop awareness of the relevant factors to be considered in making career decisions;
- Become familiar with occupational clusters and classifications;
- Explore key occupational areas and assess their own interests and abilities; and
- Develop tentative occupational plans and arrive at a tentative career choice.

IMPORTANT URLS

New Jersey Department of Education/Core Curriculum Content Standards: <http://www.state.nj.us/njded/cccs/>

Department of Education/Structured Learning Experiences: <http://www.nj.gov/njded/voc/sle/>

Department of Education/Twelfth Grade Options: <http://www.nj.gov/njded/aps/heqi/option.htm>

Department of Labor/Child Labor Laws: <http://www.state.nj.us/labor/lse/childlabor.html>